

# **Local Conservation Corps Non-Residential Programs – Corpsmember Development Grant for Certified Local Conservation Corps**

**Funded by California Conservation Corps**



**GRANT GUIDELINES**

**Fiscal Year 2020/2021**

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## I. INTRODUCTION

### Program Overview

In support of the California Conservation Corps' (CCC) legislative mandate to develop non-residential programs in urban and non-urban communities which have high concentrations of ethnic-minority youths, a high level of youth unemployment, and a need for conservation work<sup>1</sup>, the CCC has been authorized to administer \$336,000.00 in grants to certified local conservation corps (LCC). The CCC is granting a maximum of \$24,000.00 to qualifying LCCs for the 2020/2021 fiscal year.

### Eligibility

To be eligible to receive grant funds under this program, the LCC must be certified by the CCC in accordance with Public Resources Code (PRC) § 14507.5 for the 2020/2021 fiscal year and must meet all of the following requirements:

- The local conservation corps has procedures for recruiting high school dropouts from the neighborhoods in which the corps is located. (**PRC § 14401**)
- The local conservation corps cooperates with, and seeks the cooperation of, state and local workforce investment boards and youth councils, designated pursuant to the federal Workforce Investment Act to secure employment and training services for corpsmembers. (**PRC § 14403**)
  - These employment and training services may include job search assistance, skills training, transitional employment, or any other services provided under the federal Workforce Investment Act that would lead to employment for the corpsmember.
  - Employment and training services may be provided to corpsmembers as a component of their work with the corps or upon their termination from the corps.
- The local conservation corps assists corpsmembers who desire to return to school to develop plans to accomplish this goal. (**PRC § 14404**)
- The local conservation corps has secured, to the extent possible, funding or services from the local service delivery area for necessary employment and training services. (**PRC § 14406**)
- The local conservation corps has secured reimbursements for a significant portion of the work performed. (**PRC § 14406**)
- The local conservation corps has secured a commitment from local educational institutions that appropriate educational services will be provided. (**PRC § 14406**)

### Technical Assistance

Technical assistance will be provided upon request. For all questions related to the LCC Non-Residential Programs Grant, please contact your local corps grant coordinator:

<b>Anthony Pham</b> Local Corps Grant Coordinator 916-341-3231 <a href="mailto:anthony.pham@ccc.ca.gov">anthony.pham@ccc.ca.gov</a>	<b>Lauren Crachy</b> Local Corps Grant Coordinator 916-341-3183 <a href="mailto:lauren.crachy@ccc.ca.gov">lauren.crachy@ccc.ca.gov</a>
<ul style="list-style-type: none"><li>• Civicorps</li><li>• Los Angeles Conservation Corps</li><li>• Orange County Conservation Corps</li><li>• Sacramento Regional Conservation Corps</li><li>• San Francisco Conservation Corps</li><li>• Sequoia Community Corps</li><li>• Urban Conservation Corps of the Inland Empire</li></ul>	<ul style="list-style-type: none"><li>• Cesar Chavez Environmental Corps</li><li>• Conservation Corps of Long Beach</li><li>• Conservation Corps North Bay</li><li>• Fresno Local Conservation Corps</li><li>• Greater Valley Conservation Corps</li><li>• San Jose Conservation Corps</li><li>• Urban Corps of San Diego County</li></ul>

<sup>1</sup> Public Resources Code § 14400

## Key Dates

Key Dates	
August 26, 2020	Last day to submit Applications for FY 20/21
September 1, 2020	Grants awarded to LCCs
September 30, 2020	Last day for the CCC to encumber grant funds for FY 20/21 into a grant agreement.
<b>June 30, 2021</b>	<b>Last day for LCC to expend grant funds</b>
<b>August 1, 2021</b>	<b>Final invoicing/payment requests due</b>

**Project Performance Period:** *Grant funds must be encumbered into a grant agreement by September 30, 2020 and must be expended in total by June 30, 2021.*

## II. GRANT PROGRAM INFORMATION

### Funding and Eligibility

Grant funds, up to \$24,000.00 per certified local conservation corps, are available for projects, activities, and other expenses that support the CCC's goals in developing non-residential programs that provide employment, job training, and education services to corpsmembers. Eligible projects include\*:

- I. **Corpsmember Labor for Conservation Project Work** – projects that fall under one or more conservationist categories listed in PRC § 14300 [items a-h]. *Any project activity that is reimbursed through LCC's CalRecycle grant funding is not eligible for reimbursement under this grant program.*
- II. **Corpsmember Training** – courses, classes, workshops, or other organized activity that develops and/or enhances corpsmembers' technical skills and abilities related to project work.
- III. **Career Development/Job Readiness** – courses, classes, workshops, field trips, or other organized activity that assists corpsmembers in preparing for, searching for, and/or securing employment following their participation in the corps.
- IV. **Corpsmember Support Services** – projects, services, equipment, or materials, provided on-site at the corps, which assist corpsmembers in removing barriers to success and assist corpsmembers with their personal well-being.\*\*
- V. **Corpsmember Education Services** – projects, services, equipment, materials, courses, classes, workshops, field trips, or other organized activity that assists student corpsmembers in developing their educational goals, obtaining their high school diploma, and/or attending higher education.

\*Grantees may select multiple categories for funding and submit one complete grant application.

\*\* The CCC is allowing LCCs to provide Emergency Support Stipend payments, under the Corpsmember Support Services category. Please see Page 6 for COVID-19 Emergency Funding for more information.

### Grant Application and Instructions

Grant applications will be due August 1, 2020. The grant application and all associated forms will be sent with these Guidelines, or can be accessed by contacting Lauren Crachy or Anthony Pham. Applications may be submitted by email.

To submit via email, send to: [Lauren.Crachy@ccc.ca.gov](mailto:Lauren.Crachy@ccc.ca.gov) or [Anthony.Pham@ccc.ca.gov](mailto:Anthony.Pham@ccc.ca.gov)

### Grant Awards and Agreements

For each awarded grant, CCC develops an individual grant agreement with detailed terms and conditions specific to the awarded project. Grantees must also comply with the following provisions:

- Actual awards are conditional upon passage of the California budget and funds being available for the LCC Non-Residential Programs Grant.
- Grant-eligible costs may be incurred by the grantee only after the grantee has entered into a fully executed agreement with the CCC.
- Three-Bid Process: A formal three-bid process shall be used for procuring contractors, materials and/or supplies of \$5000 or more. Sole/single source vendors may be considered - grantees must submit the Sole/Single Source Justification Form with their application and receive approval prior to awarding the contract to the vendor. For amounts under \$5000, a fair and reasonable rate shall be used. The grantee shall inform the State in writing regarding all subcontractors used in performing work under this grant.
- Any changes to the executed grant agreement must be requested using the Change Request Form and must continue to meet the conditions and criteria described in these guidelines. Changes must be approved by the CCC before implementation.

## **COVID-19 Emergency Funding**

The Governor has proclaimed a State of Emergency in California as a result of the threat COVID-19. This dynamic situation continues to impact nearly all sectors of California, and numerous certified local conservation corps (LCC) have impacted by the reduction or suspension of their operations. Corpsmembers enrolled at LCCs who are forced to furlough may be ineligible for unemployment insurance benefits and may be severely impacted by the COVID-19 Emergency.

### **Corpsmembers Eligibility**

To be eligible for an Emergency Support Stipend, an individual must have been an enrolled corpsmember in good standing on March 4, 2020 (the date the Governor proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19).

### **General Requirements**

- The LCC shall establish its own methodology for the allocation of Stipends paid using the Grant Funds. The methodology must be described in the grant application.
- The LCC shall pay stipends to all eligible corpsmembers no more frequently than weekly.
- The authority to use the Grant Funds to pay Emergency Support Stipends to eligible corpsmembers shall expire upon the sooner of: (a) one week after the Governor proclaims the end of the COVID-19 State of Emergency; or, (b) the LCC has expended all its Grant Funds.

### **Payment of Funds**

Expedited advance payments will be allowed for Emergency Support Stipends only and will cost \$75 for same-day processing from the State Controller's Office (SCO), which will be deducted from the grant. Advances will be approved and processed only after the LCC adequately documents its allocation plan and methodology in the grant application. Additionally, please submit the following with your advance request:

- Cover letter on organizational letterhead with the grant agreement # and amount requested
  - Include acknowledgment of the \$75 expedite fee that will be charged to the grant, and make sure the grant amount being requested has accounted for the fee.
- CCC Form 532 – Grant Advance Request Form
- List of Corpsmember names receiving stipend support and amount.

The CCC will make every effort to submit expedited payment requests to SCO as quickly as possible, however disruptions to State systems may occur. You will be notified when the CCC has submitted a grant payment request to the SCO - please allow 10 - 25 business days from this date to receive the warrant in the mail.

### **Reconciliation of Advance Grant Payments**

At the conclusion of the Emergency, or June 30, 2021, whichever is sooner, the LCC must submit all supporting documentation, including any payroll registers and/or payment tracking documents, to substantiate and reconcile all advances.

### III. ELIGIBLE COSTS AND GRANT BILLING

#### Eligible Costs

Only direct costs associated with an eligible project listed in Section II, incurred during the project performance period specified in the grant agreement, will be eligible for funding.

Corpsmember labor costs for project work or to attend training, classes, field trips, or other organized activity, are eligible under this grant. Corpsmember labor reimbursement rates will be determined by the Corpsmember Hourly Rate Justification Form, which must be submitted with the grant application.

All eligible costs must be supported by the appropriate documentation listed below.

#### Ineligible Costs

Indirect costs such as Overhead Expenses, including administrative staff salaries and wages, are not eligible for reimbursement under this grant.

#### Grant Billing

**All eligible reimbursement requests must be paid out by the local corps to the vendor before the CCC will approve a reimbursement/payment request.**

**The grantee must submit at least one grant reimbursement request to the CCC Grants team per quarter once expenses have been incurred.**

Scanned/mailed packages are allowed/preferred.

When invoicing the CCC for reimbursement, the grantee must submit the following documentation to demonstrate that the invoiced amounts are for valid expenditures incurred during the project performance period and are consistent with the approved activities/deliverables stated in the grant agreement:

- CCC Form 512A Grant Reimbursement Request
- Copies of vendor invoice(s) with description of item/service purchased and date of purchase. Vendor invoices must show evidence of payment via one of the following types of verification:
  - Copies of invoices with a zero-balance,
  - Copies of cancelled checks (front and back) accompanied with invoice(s),
  - A statement from the vendor (with signature) verifying the payment has been made, or
  - A receipt.
- Any other required documentation described in these Guidelines.

**If the LCC is requesting reimbursement for staff salaries, the following documentation is required:**

- Work Activity Report/Employee Timesheet for applicable billing period
- Copy of official payroll register and/or paystub showing:
  - Evidence of payment
  - Pay period
  - Gross amounts of all payments
- Spreadsheet or table documenting fringe benefits calculations for amount requested

**If the LCC is requesting corpsmember labor reimbursement for project work, training or other organized activity approved in the grant award, the following must be submitted, in addition to the documentation above:**

- Corpsmember Hourly Rate Justification Form – *submitted with grant application.*

- Copies of corpsmember timesheets with the date and activity title/code clearly indicated, signed by the corpsmember and a supervisor.
- Roster/sign-in sheet with activity title, date, and full list of corpsmember attendees.
- Copies of training/workshop certificates, if applicable.

***All billing must be submitted no later than August 1, 2021. Failure to submit the final grant reimbursement request by the deadline may result in the loss of funds.***

## **IV. GRANT REPORTING AND ACCOUNTABILITY**

### **CMD Accomplishments Report**

Grantees will be required to submit a CMD Accomplishments Report with the final billing. CMD Accomplishments Report must provide detailed information on the project, training, services, equipment, material, and/or other items of expense that was incurred during the project performance period and a description of how the activity/ies enhanced corpsmembers' educational, career, and/or personal development.

### **Grant Accountability Requirements**

#### **Accountability – Site Visits**

CCC staff and staff from other agencies, such as Department of Finance (DOF), State Controller's Office, and/or the Natural Resources Agency, may schedule site visits to determine if grant funds are being used consistent with the program and guidelines. Twenty-four hour advance notification will be provided, as possible.

#### **Audit Requirements**

The CCC and all grantees are subject to audits of grant funding. If the project is selected for audit, the grantee will be contacted in advance. The grantee must provide a copy of any document, paper, record, or the like, requested by the auditor.

Audits determine if:

- Expenditures were made according to the established criteria and processes
- Expenditures achieved the intended outcomes.

Additionally, the CCC may conduct intermittent documentation reviews to ensure grant requirements are met and in compliance with the grant agreement.

#### **Accounting Requirements**

The grantee must maintain an accounting system that:

- Complies with Generally Accepted Accounting Principles (GAAP);
- Accurately reflects fiscal transactions, with the necessary controls and safeguards;
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, time cards, canceled checks, etc.; and
- Provides accounting data so the total cost of each grant can be readily determined.

#### **Records Retention**

The grantee shall retain grant records for a period of three years after project completion. A grant is considered complete upon the receipt of the final grant payment from the State. In addition, records should be retained one year following an audit.